

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-46								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-10 002	Contract Period 11/19/2009 To 09/19/2014 Base Option Period Number 3	Title of Work Assignment/SF Site Name Conversion of the SD and Green								
Contractor INDUSTRIAL ECONOMICS, INCORPORATED		Specify Section and paragraph of Contract SOW Pages 1-7 and 1-8								
Purpose: <input checked="" type="checkbox"/> Work Assignment: <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 09/20/2012 to 01/31/2013								
Comments: The purpose of this action is to initiate Work Assignment (WA) 3-46 which continues but does not duplicate work previously performed under WA 2-46.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900 69A.										
Page	JC/N (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 5)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee				LOE:				
11/19/2009 To 09/19/2014										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Date:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Steve D. Smith						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name Cheryl R. Brown						Phone Number 404-562-8501				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Contracting Official Name Stefan Martiyan						Phone Number: 202-566-0940				
_____ (Signature)						_____ (Date)				
						FAX Number:				
						Branch/Mail Code:				
						Phone Number: 202-564-1987				
						FAX Number:				

Statement of Work
Contract Number: EP-W-10-002
RFO Number:

Title: Conversion of the Sustainable Design and Green Building Toolkit into a Web Application

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-46

Estimated Period of Performance: September 20, 2012 -- January 31, 2013

Estimated Level of Effort: 144.80 hours

Key EPA Personnel: Steve Smith

Work Assignment COR (WA COR): **Steve Smith**
EPA Region 4, RCRA
404-562-8501
404-562-9964 (fax)

Contract Level COR: **Cheryl R Brown**
Office of Policy (1805T)
202/566-0940
202/566-3001 (fax)

Background and Purpose:

The process of designing, developing and inhabiting the built environment has a profound influence on a community's economy, health, environment, natural resources and quality of life. Local governments control their communities' built environment using development codes and ordinances. In 2008, Region 4 was approached by the City of Roswell, Georgia. The City of Roswell had developed a vision for sustainability, but found that without changes in their permitting process or ordinances, "building as usual" was still occurring. The City asked EPA to help them develop a self-evaluation methodology that would allow them to assess their codes of ordinances and align them with their green goals. No such self-assessment resource existed; communities typically paid consultants for this type of service. Recognizing that this was a common scenario across the US and a clear gap in technical assistance resources for local governments, the EPA published the Sustainable Design and Green Building Toolkit for Local Governments (Toolkit) in June, 2010.

The Toolkit is an innovative self-assessment methodology, resource compendium and action guide for local governments seeking to better understand how their current codes of ordinances either facilitate or impede their sustainability goals. The Toolkit is currently available for download in .pdf format (www.epa.gov/region4/recycle/green-building-toolkit.pdf), and the assessment portion of the Toolkit is available in excel format (www.epa.gov/region4/recycle/assessment-tool.xlsx). The current task is to update and convert the Toolkit into a Web-based application coupled with an interactive spreadsheet, designed to encourage greater use and to improve overall functionality.

The purpose of this task order is to update the Toolkit and create a user-friendly, intuitive experience when using the Toolkit. As envisioned, the enhancement will provide an innovative online tool to local government officials and others interested in promoting green building practices at the local level. The Web-based Toolkit will aid in the adoption of green building practices and provide resources for communities to better understand how their current regulatory framework either encourages or discourages a more sustainable built environment.

Quality Assurance (QA) Requirements

Check ☐ Yes if the following is required or ☒ NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

Work Assignment COR's will provide additional information here, if **Yes** is checked above.

Tasks and Deliverables

All publications or communications materials developed under this task order must comply as applicable with the EPA *Visual and Products Standards, Graphics Manual*, EPA 600/R-07/054, dated July 2007. This manual is currently available on the internet at:

http://www.peer.org/docs/epa/07_21_6_epa_style_manual.pdf.

All electronic and information technology (EIT) procured through this contract must meet applicable accessibility standards of 36 CFR 1194, unless an exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended and is available at:

<http://www.access-board.gov/508.htm>

Unless otherwise specified, internet files greater than 1.4 Megabytes in size (unzipped) shall be broken into multiple files of no greater than 1.4 Megabytes. Standard MS-DOS

eight character naming convention applies and appropriate extensions are required (e.g., adobe Acrobat files must end with “.pdf”, and HTML files with “.htm”).)

All HTML files and W-based applications shall comply with the standards, guidelines and processes in the EPA Web guide at:

<http://yosemite.epa.gov/oei/webguide.nsf/homepage/>.

All Web-based applications under development must complete the Agency’s application review process. The selection of the platform for developing Web-based applications shall be approved in advance of development. The review of content will be managed internally by EPA. Copies of Interim Final Deliverables will be routed to External Affairs by the TOCOR for the application review.

When a final version is published on the EPA Web pages, EPA will notify the Contractor. The Contractor shall deliver the electronic source files used to create the deliverables. Source files shall be compatible with Adobe Design Premium CS4 unless otherwise approved by the TOCOR. All files shall be scanned for viruses prior to delivery to EPA.

Revised deliverables should typically be submitted within two weeks of receiving EPA comments. This schedule may vary for more complex deliverables.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

The contractor shall not duplicate work performed in the previous work assignment(s).

Task 1: Preparation of Work Plan and Schedule - Completed

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and it shall include a detailed cost estimate by task and a staffing plan. The Task Order COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Deliverables: Draft Work Plan **Completed**
Final Work Plan (if necessary) **Completed**

**Task 2: Toolkit Update [Element 1, Planning and Management Support, Section 3, Data gathering and information management: para 1, page(s) 1-6 and 1-7]
Incomplete**

The Toolkit was finalized in June 2010. Since that time, several factors have necessitated that the assessment methodology and resources guide be updated as follows:

- **Assessment Section:** Gaps in the assessment methodology have been identified. Based on the feedback received by Toolkit users, EPA will develop specific updates to the existing Toolkit. No new information will be generated by the Contractor for the assessment section; it will be provided by EPA. The contractor shall update the assessment methodology with the new information provided by EPA.
- **Resources Section:** Green building best practices, resources, etc. have evolved since the resources section was created in 2009, therefore, it needs to be verified and updated before posting online. The Contractor shall take the information provided by EPA, and update the Resource Guide of the Toolkit. The Contractor shall verify that all internet links are still working. The Contractor shall also confirm that the content provided is up-to-date; i.e., that newer versions of the content have not been published. The Contractor shall also evaluate the provider/source of the content to determine if additional relevant resources have been developed for each category. Any new resources discovered shall be provided to EPA for approval before they are added to the Resource Guide.

In some cases, the content for other sections of the Toolkit will require update; all content for these sections will be provided by EPA prior to being added to the Web application:

- The acknowledgments section of the Toolkit shall be updated with the additional names provided by EPA.
- The introduction text may be modified by EPA before it is uploaded to the Web version. The Contractor will not be responsible for developing the new introductory text.
- The Action Plan text may be modified by EPA before it is uploaded to the Web version. The Contractor will not be responsible for developing the new Action Plan text.

During this phase of the work, the Contractor shall prepare and deliver an outline of the User's Guide for the Web application.

Deliverables: Draft updates to Resource Guide **Completed**
Outline for Web application User's Guide **Incomplete**
Final Updates to Resource Guide **Incomplete**

Task 3: Website Development Support [Element 1 Planning and Management Support, Section 6, Web development support: pages 1-7 and 1-8] - Incomplete

The Toolkit shall be converted from its current format of a .pdf document and separate spreadsheet into a more dynamic Web-based platform. This will improve the functionality and accessibility of the Toolkit for communities across the United States.

Subtask Task 3.1: Web Enhancement of PDF and Excel Spreadsheet Incomplete

The Contractor shall develop Web-based version of the Toolkit. Specifically, the current .pdf version of the Toolkit, after updating as described above, shall remain as a standalone document that can be accessed, read online for guidance, and/or downloaded from the Web as needed by the user.

The EPA Web pages, <http://www.epa.gov/greenacres/toolkit/index.html> and <http://www.epa.gov/osw/conservation/greenscapes/tools/>, or <http://www.epa.gov/tio/download/misc/brownfieldsroadmapepa542-r-12-001.pdf>, demonstrate how the various parts of the Toolkit may be presented and operate. Much of the Toolkit, e.g. the introduction, resource guide and action plan, will reside as a .pdf document on the Web (similar to the former Web page above). The .pdf version of the Toolkit shall be available for download and printing if desired.

The existing Assessment Tool (Excel spreadsheet) shall be made more robust, with improved formatting in order to facilitate ease of use. The Assessment Tool shall, when it is activated, open as an Excel spreadsheet on the user's computer. Any changes made within the spreadsheet shall be captured in the Excel file saved on to the user's computer.

The spreadsheet shall also be integrated with the Resources section so that user can click on relevant resource links directly in the spreadsheet to engage the appropriate area within the online resources section. The goal of the enhancements is to create a Web-based user experience via basic improvements and integration between the two existing documents. The Web pages will be housed on an EPA server and linked to an EPA website to be determined. All work will be performed in compliance with EPA and Section 508 standards and in accordance with industry best practices. The various features of the website are described below.

The combined Toolkit should be user friendly, with navigation through the online Toolkit made as intuitive as possible. We envision that the interactive portions of the Toolkit (primarily the Assessment Tool spreadsheet and Resource Guide) will be accessible from a main menu, with the ability to navigate at least to the sections and main categories via clicking on hyperlinked titles. The Assessment Tool (spreadsheet) and Resource Guide hyperlinks will also be integrated into one document downloadable onto the user's computer. Although the Toolkit will be in two separate formats (Web enabled PDF / or html Web pages and interactive Excel spreadsheet) the overall look and feel of the client experience shall be integrated and intuitive to use. The selection of navigational methods and other technical features of the online Toolkit shall be based on ease of use, functionality, and economy of programming.

Introduction:

The introductory text will be included on the main page of the website. EPA will provide the language. A User's Guide for how to use the Web-based version shall be created by the Contractor.

Assessment:

The existing Excel version of the assessment tool shall be reviewed to ensure that the current coding is correct. The contractor shall update the spreadsheet to improve the user experience by updating the formatting and creating a more refined appearance. The spreadsheet shall also be integrated with the Resources section so that users can click on relevant Resource links directly from the corresponding section of the Assessment Tool. Optimally, a new browser window should not open each time a resource link is activated. The Excel spreadsheet of the Assessment can be found at (www.epa.gov/region4/recycle/assessment-tool.xlsx). The user shall be able to access the spreadsheet online and download it to their computer.

Resources:

The online Resource Guide shall be accessible from the main menu as well as from the category and sub-category portions of the Assessment Tool (spreadsheet). For example, there should be a link from the Materials and Resource Conservation category within the assessment area to the Materials and Resource Conservation category of the Resource Guide. Likewise, a link from section to section at the subcategory level should be available. Links from each specific question in the assessment area to the resource area may also be an option. Navigation to the Resource Guide may be facilitated through text or graphic hyperlinks.

Action Plan:

The action plan text will be provided by EPA.

Acknowledgments:

The acknowledgements section of the Toolkit will be provided by EPA.

Subtask 3.2: Final Application Review and Approval **Incomplete**

A Draft Final version of the online tool shall be posted in password-protected beta form for testing, review and comment. Content will be final at this point; the beta test will serve as a functionality test for the interactive features. Three weeks after posting in beta form, EPA will provide the necessary revisions, and the Contractor shall incorporate those into the final product. Once the necessary revisions are made the final test of the website will be made by EPA and the COR will provide notification to the Contractor when the website is ready to be posted live.

All work shall be performed within EPA and Section 508 standards and in accordance with industry best practices.

Deliverables: Draft of Combined Toolkit (all Webpage components and downloadable spreadsheet)
 Draft Final of Combined Toolkit
 Final Product

SCHEDULE FOR DELIVERABLES:

The Contractor shall provide the following specific deliverables to the EPA TOCOR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 1: Work Plan	Draft Work Plan	Electronic – to TOCOR and CLCOR	Within 15 calendar days of Award
Task 1: Work Plan	Revised Work Plan (if needed)	Electronic – to TOCOR and CLCOR	Within 7 calendar days of receipt of comments
Task 2: Toolkit Update	Draft Updates to Resource Guide and Outline for User's Guide	Electronic – to TOCOR and CLCOR	Within 45 calendar days of work plan approval
Task 2: Toolkit Update	Final Updates to Resource Guide	Electronic	Final version to be included in Draft Combined Toolkit (see Task 3.1 below)
Task 3.1: Web Enhancement of PDF and Excel Spreadsheet	Draft Version of Combined Toolkit	Electronic/Web platform	Within 60 calendar days of receipt of comments on draft updates in Task 2
Subtask 3.2: Final Application Review and Approval	Draft Final of Combined Toolkit	Web-based for beta testing and review	Within 21 calendar days after receipt of comments provided
Subtask 3.2: Final Application Review and Approval	Final	Active on approved website	Within 10 calendar day of receipt of EPA comments *
* We anticipate that internal review by External Affairs and any necessary review by EPA IT resources will have been accomplished prior to this point.			

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-46



Other



Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Conversion of the SD and Green

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pages 1-7 and 1-8

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 09/20/2012 To 01/31/2013

Comments:

The purpose of this action under Work Assignment (WA) 3-46 is to approve the contractor's work plan dated October 24, 2012 for Option Year 3 with an estimated cost of (b)(4) fixed fee of (b)(4) for a ceiling of \$12,605.42 and 141.3 level of effort hours for this WA.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1500-69A.

	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 9)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE

11/19/2009 To 09/19/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 10/24/2012

Cost/Fee: \$12,605.42

LOE: 141

Cumulative Approved

Cost/Fee: \$12,605.42

LOE: 141

Work Assignment Manager Name Steve D. Smith

Branch/Mail Code:

Phone Number 404-562-8501

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Stefan Martiyan

Branch/Mail Code:

Phone Number 202-564-1987

FAX Number:

(Signature)

(Date) 11/27/12

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-46

☐ Other ☒ Amendment Number:

000001

Contract Number
EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 3

Conversion of the SD and Green

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pages 1-7 and 1-8

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/20/2012 To 01/31/2013

Comments:

The purpose of this amendment to Work Assignment (WA) 3-46 is to revise the WA Statement of Work. As a result, the estimated level of effort hours have increased. The contractor shall provide a work plan and budget estimate in accordance with the contract.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

11/19/2009 To 09/19/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Steve D. Smith

Branch/Mail Code:

Phone Number 404-562-8501

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Stefan Marciyan

Branch/Mail Code:

Phone Number 202-564-1987

FAX Number:

(Signature)

(Date) 12/6/12

Statement of Work (Revised)
Contract Number: EP-W-10-002

Title: Conversion of the Sustainable Design and Green Building Toolkit into a Web Application

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 3-46

Estimated Period of Performance: September 20, 2012 – January 31, 2013

Estimated Level of Effort: $141 + 54 = 195$ hours

Key EPA Personnel: Steve Smith

Work Assignment COR (WA COR): **Steve Smith**
EPA Region 4, RCRA
404-562-8501
404-562-9964 (fax)

Contract Level COR: **Cheryl R Brown**
Office of Policy (1805T)
202/566-0940
202/566-3001 (fax)

Background and Purpose:

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Task 1: Preparation of Work Plan and Schedule

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Deliverables: Draft Work Plan
Final Work Plan (if necessary)

Task 2: Toolkit Update [Element 1, Planning and Management Support, Section 3, Data gathering and information management: para 1, page(s) 1-6 and 1-7]

The Toolkit was finalized in June 2010. Since that time, several factors have necessitated that the assessment methodology and resources guide be updated as follows:

- Assessment Section: Gaps in the assessment methodology have been identified. Based on the feedback received by Toolkit users, EPA will develop specific updates to the existing Toolkit. No new information will be generated by the Contractor for the assessment section; it will be provided by EPA. The contractor shall update the assessment methodology with the new information provided by EPA.
- Resources Section: Green building best practices, resources, etc. have evolved since the resources section was created in 2009, therefore, it needs to be verified and updated before posting online. The Contractor shall take the information provided by EPA, and update the Resource Guide of the Toolkit. The Contractor shall verify that all internet links are still working. The Contractor shall also confirm that the content provided is up-to-date; i.e., that newer versions of the content have not been published. The Contractor shall also evaluate the provider/source of the content to determine if additional relevant resources have been developed for each category. Any new resources discovered shall be provided to EPA for approval before they are added to the Resource Guide.

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During this phase of the work, the Contractor shall prepare and deliver an outline of the User's Guide for the Web application.

Deliverables: Draft updates to Resource Guide
Outline for Web application User's Guide
Final Updates to Resource Guide

Task 3: Website Development Support [Element 1 Planning and Management Support, Section 6, Web development support: pages 1-7 and 1-8] - Incomplete

The Toolkit shall be converted from its current format of a .pdf document and separate spreadsheet into a more dynamic Web-based platform. This will improve the functionality and accessibility of the Toolkit for communities across the United States.

Subtask Task 3.1: Web Enhancement of PDF and Excel Spreadsheet

The Contractor shall develop Web-based version of the Toolkit. Specifically, the current .pdf version of the Toolkit, after updating as described above, shall remain as a standalone document that can be accessed, read online for guidance, and/or downloaded from the Web as needed by the user.

The EPA Web pages, <http://www.epa.gov/greenacres/toolkit/index.html> and <http://www.epa.gov/osw/conserve/rrr/greenscapes/tools/> , or <http://www.epa.gov/tio/download/misc/brownfieldsroadmapepa542-r-12-001.pdf> , demonstrate how the various parts of the Toolkit may be presented and operate. Much of the Toolkit, e.g. the introduction, resource guide and action plan, will reside as a .pdf document on the Web (similar to the former Web page above). The .pdf version of the Toolkit shall be available for download and printing if desired.

The existing Assessment Tool (Excel spreadsheet) shall be made more robust, with improved formatting in order to facilitate ease of use. The Assessment Tool shall, when it is activated, open as an Excel spreadsheet on the user's computer. Any changes made within the spreadsheet shall be captured in the Excel file saved on to the user's computer.

The spreadsheet shall also be integrated with the Resources section so that user can click on relevant resource links directly in the spreadsheet to engage the appropriate area within the online resources section. The goal of the enhancements is to create a Web-based user experience via basic improvements and integration between the two existing documents. The Web pages will be housed on an EPA server and linked to an EPA website to be determined. All work will be performed in compliance with EPA and Section 508 standards and in accordance with industry best practices. The various features of the website are described below.

The combined Toolkit should be user friendly, with navigation through the online Toolkit made as intuitive as possible. We envision that the interactive portions of the Toolkit (primarily the Assessment Tool spreadsheet and Resource Guide) will be accessible from a main menu, with the ability to navigate at least to the sections and main categories via clicking on hyperlinked titles. The Assessment Tool (spreadsheet) and Resource Guide hyperlinks will also be integrated into one document downloadable onto the user's computer. Although the Toolkit will be in two separate formats (Web enabled PDF / or html Web pages and interactive Excel spreadsheet) the overall look and feel of the client experience shall be integrated and intuitive to use. The selection of navigational methods and other technical features of the online Toolkit shall be based on ease of use, functionality, and economy of programming.

To facilitate the addition of 1 or more columns in the tables that make up the assessment portion of the .pdf document, the Contractor shall reformat the tables within the Toolkit as necessary to ensure readability and aesthetics.

Introduction:

The introductory text will be included on the main page of the website. EPA will provide the language. A User's Guide for how to use the Web-based version shall be created by the Contractor.

Assessment:

The existing Excel version of the assessment tool shall be reviewed to ensure that the current coding is correct. The contractor shall update the spreadsheet to improve the user experience by updating the formatting and creating a more refined appearance. The spreadsheet shall also be integrated with the Resources section so that users can click on relevant Resource links directly from the corresponding section of the Assessment Tool. Optimally, a new browser window should not open each time a resource link is activated. The Excel spreadsheet of the Assessment can be found at (www.epa.gov/region4/recycle/assessment-tool.xlsx). The user shall be able to access the spreadsheet online and download it to their computer.

Resources:

The online Resource Guide shall be accessible from the main menu as well as from the category and sub-category portions of the Assessment Tool (spreadsheet). For example, there should be a link from the Materials and Resource Conservation category within the assessment area to the Materials and Resource Conservation category of the Resource Guide. Likewise, a link from section to section at the subcategory level should be available. Links from each specific question in the assessment area to the resource area may also be an option. Navigation to the Resource Guide may be facilitated through text or graphic hyperlinks.

Action Plan:

The action plan text will be provided by EPA.

Acknowledgments:

The acknowledgements section of the Toolkit will be provided by EPA.

Subtask 3.2: Final Application Review and Approval

A Draft Final version of the online tool shall be posted in password-protected beta form for testing, review and comment. Content will be final at this point; the beta test will serve as a functionality test for the interactive features. Three weeks after posting in beta form, EPA will provide the necessary revisions, and the Contractor shall incorporate those into the final product. Once the necessary revisions are made the final test of the website will be made by EPA and the COR will provide notification to the Contractor when the website is ready to be posted live.

All work shall be performed within EPA and Section 508 standards and in accordance with industry best practices.

Deliverables: Draft of Combined Toolkit (all Webpage components and downloadable spreadsheet)
 Draft Final of Combined Toolkit
 Final Product

SCHEDULE FOR DELIVERABLES:

The Contractor shall provide the following specific deliverables to the EPA TOCOR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 1: Work Plan	Draft Work Plan	Electronic – to TOCOR and CLCOR	Within 15 calendar days of Award
Task 1: Work Plan	Revised Work Plan (if needed)	Electronic – to TOCOR and CLCOR	Within 7 calendar days of receipt of comments
Task 2: Toolkit Update	Draft Updates to Resource Guide and Outline for User's Guide	Electronic – to TOCOR and CLCOR	Within 45 calendar days of work plan approval
Task 2: Toolkit Update	Final Updates to Resource Guide	Electronic	Final version to be included in Draft Combined Toolkit (see Task 3.1 below)
Task 3.1: Web Enhancement of PDF and Excel Spreadsheet	Draft Version of Combined Toolkit	Electronic/Web platform	Within 60 calendar days of receipt of comments on draft updates in Task 2
Subtask 3.2: Final Application Review and Approval	Draft Final of Combined Toolkit	Web-based for beta testing and review	Within 21 calendar days after receipt of comments provided
Subtask 3.2: Final Application Review and Approval	Final	Active on approved website	Within 10 calendar day of receipt of EPA comments *
* We anticipate that internal review by External Affairs and any necessary review by EPA IT resources will have been accomplished prior to this point.			

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-46

☐ Other ☐ Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Base Option Period Number 3

Title of Work Assignment/SF Site Name

Conversion of the SD and Green

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pages 1-7 and 1-8

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 09/20/2012 To 01/31/2013

Comments:

The purpose of this action under Work Assignment 3-46 is to approve the contractor's work plan and budget estimate dated December 17, 2012 for 8 hours level of effort, (b)(4) in estimated costs, (b)(4) in fixed fee with a ceiling of \$4,783.08.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 900-69A

	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 6)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

11/19/2009 To 09/19/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 12/17/2012

Cost/Fee: \$4,783.08

LOE: 8

Cumulative Approved

Cost/Fee: \$17,388.50

LOE: 149

Work Assignment Manager Name Steve D. Smith

Branch/Mail Code:

Phone Number 404-562-8501

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Stefan Martijan

Branch/Mail Code:

Phone Number: 202-564-1987

FAX Number:

(Signature)

(Date) 1/10/13

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-46

☐ Other ☒ Amendment Number:

000002

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Conversion of the SD and Green

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Page 1-7 and 1-8

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/20/2012 to 04/30/2013

Comments:

The purpose of this amendment to Work Assignment (WA) 3-46 is to extend the WA performance period end date to 30 April 2013.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

11/19/2009 To 09/19/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Steve D. Smith

Branch/Mail Code:

Phone Number 404-562-8501

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Stefan Martiyan

Branch/Mail Code:

Phone Number: 202-564-1987

FAX Number:

(Signature)

1/10/13
(Date)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-46	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003	
Contract Number EP-W-10-002	Contract Period 11/19/2009 To 09/19/2014	Title of Work Assignment/SF Site Name Conversion of the SD and Green	
Contractor INDUSTRIAL ECONOMICS, INCORPORATED		Specify Section and paragraph of Contract SOW Pg 1-7 and 1-8	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 09/20/2012 to 09/19/2013	
Comments: The purpose of this amendment to Work Assignment (WA) 3-46 is to approve the contractor's request dated April 10, 2013 to extend the WA performance period end date to September 19, 2013 at no additional cost to the Government.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form # 900-69A			
SFO (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period 11/19/2009 To 09/19/2014		Cost/Fee: LOC:	
This Action			
Total:			
Work Plan / Cost Estimate Approvals			
Contractor WP Dates:		Cost/Fee: LOE:	
Cumulative Approved:		Cost/Fee: LOE:	
Work Assignment Manager Name Steve D. Smith		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number 404-562-8501	
		FAX Number:	
Project Officer Name Cheryl R. Brown		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number: 202-566-0940	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number:	
		FAX Number:	
Contracting Official Name Stefan Martijan		Branch/Mail Code:	
_____ (Signature) _____ (Date) 4/18/13		Phone Number: 202-564-1987	
		FAX Number:	